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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Georgia Dept. of Public Safety Motor Carrier Unit 959 E. Confederate Ave. Atlanta, Georgia	FOR RECORDS MANAGEMENT USE	
Application Date April 9, 1979			Application Number 79-107	
Application Number			Date Received MAY 8 1979	Date Completed MAY 30 1979

2. Person to Contact: Captain Fred Portwood
Working Title: Supervisor
Telephone Number: 5605

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series: Earliest 1974, Latest 1979
5. Records Series Title (followed by title used in office, if different): Motor Carrier Inspection Report File

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created?
The Driver Support Division provides administrative supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities: motor vehicle safety; accident and enforcement reporting; and assurance of driver insurability.

7. Record Series Description: This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
Documents relating to: inspecting motor carriers (for hire), motor carrier's records and driver's records

Included are: Motor Carrier Inspection Unit Report (Form DPS-172) and MCIU Monthly Recapitulation of Violations Disclosed. (MCIU Form #1A)

File is arranged: Alphabetically by company name.

8. Monthly Reference Rate: How often are records referred to which are:
One to six months old 5; Seven to twelve months old 1; Thirteen to twenty-four months old 1; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records: Letter-size drawers; Legal-size drawers 2; Shelves; Other (specify)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	x	c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Federal Department of Transportation</u>
	x	i. Is this series (or a major portion of it) regularly microfilmed?
	x	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>1</u> years. | d. Audit period | <u>2</u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u> </u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

(✓) Concur

() Nonconcur

[Signature]
Supervisor of Motor Carrier Inspection Unit

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4 May 79	<i>[Signature]</i> CRM	5/7/79
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	5-29-79
		Secretary of State/Designee	5-24-79
		Attorney General/Designee	5-29-79